

# **U.S. EMBASSY KUWAIT VACANCY ANNOUNCEMENT NO. 006-06**

**OPEN TO:** ALL INTERESTED CANDIDATES – ALL AGENCIES

**POSITION:** ARCHITECTURAL ENGINEER / IT SYSTEM ADMINISTRATOR  
FSN-1105-12; FP-03\*

**OPENING DATE:** March 22, 2006

**CLOSING DATE:** April 4, 2006

**WORKING HOURS:** FULL TIME; 40 hours per week

**SALARY:** Full performance level:  
Not-Ordinarily Resident (NOR):  
US\$ 60,081 p.a. (Starting Salary); Position Grade: FP-03  
(\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 12,702 p.a. (Starting Salary)  
Position Grade: FSN-12

**Note: All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration.**

The U.S. Embassy in Kuwait is seeking an individual for the position of an Architectural Engineer/IT Systems Administrator in the U.S. Army Corps of Engineers. The incumbent will work directly under the general supervision of the Chief USACE, Kuwait Area Office at Camp Arifjan, Road 40, King Fahed Abdul Aziz Road towards Julai'a.

## **BASIC FUNCTION OF THE POSITION**

The incumbent of this position serves as the Office Architectural Engineer to assist the Chief of the U.S. Army Corps of Engineers in designing facilities being constructed at the U.S. Military base. S/he also serves as the Information Technology Systems Administrator for USACE Kuwait Area office.

### **A) Architectural Engineer duties:**

- Assists the Chief of the US Army Corps of Engineers – Kuwait (COE-Kuwait) – Technical Branch, in designing US military facilities being constructed at the U.S. Military Bases.
- Assists the Technical Support Office (TSO), in the constructional reviews and comments for all designed facilities.
- Responsible for field-generated architectural/structural engineering sketches and construction designs provided for use by the U.S. Army and or American contractors.

- Provides technical analysis for the CADD as-built drawing and maintains the CADD Library for all USACE projects.
- Provides government cost estimates for contract change orders required during the project construction.
- Responsible for reviewing and analyzing construction schedules.

**B) IT Systems Administrator duties:**

- Serves as the Information Technology (IT) Systems Administrator for USACE-Kuwait Area Office including all Resident Offices. Kuwait Area Office consists of several main and remote offices in the state of Kuwait.
- Responsible for technical planning and coordination of the installation, testing, operation, troubleshooting, management of network systems and maintenance of the IT hardware and software system.
- Manages systems resources including performance, capacity, availability, serviceability, and recoverability; thereby ensuring system availability, functionality, integrity, and efficiency.
- Provides customer support services within COE-Kuwait to include installation, configuration, and training in support of the US Army Corps of Engineers requirements

**QUALIFICATIONS REQUIRED:**

1. Possession of Bachelor of Science (B.Sc.) degree in architectural engineering from an accredited university, and recognized by the Kuwaiti Society of Engineers and/or possession of a Bachelor degree in Computer Science.
2. Five to seven years of progressively responsible experience as a professional engineer with at least three years of experience will be in USG engineering operations. Three to four years of progressively responsible professional experience in the operation and management of computer systems, including network administration and systems design in a large and complex automation organization.
3. Level IV (fluent) Speaking/Reading/Writing English.
4. Must have a thorough knowledge of building and construction practices and codes. Knowledge of related engineering fields (including electrical, civil, structural and mechanical) and agency policies and regulations.

5. Knowledge of a wide range of IT standards, principles, concepts, methods, policies and authorized approaches for information technology, as well as the full variety of applications, operating systems and components, protocols and the hardware and software.
6. Ability to prepare reports, technical documents, graphs/charts, forms and other office support materials using computer aided drafting CAD programs, Primavera Project Planner, Resident Management System program, and other computer programs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION PROCESS:**

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Kuwait

### **DEFINITIONS:**

1. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service (CS) or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the COM as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, CS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under COM authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: COB APRIL 04, 2006**

An Equal Opportunity Employer

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.